



# Non-Merit Job Vacancy Announcement

## **DIVISION DIRECTOR WITH THE DIVISION OF PERSONNEL SERVICES**

<b>Pay Grade:</b>	19	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	\$56,756.88 to \$75,190.08 annually.	<b>Work Schedule:</b>	Mon-Fri
<b>FLSA Designation:</b>	Exempt	<b>Work Week:</b>	37.5

**Agency:** Kentucky Department Of Corrections  
**Work Address:** 2439 Lawrenceburg Rd.  
Frankfort, Ky 40602  
**Work County:** Franklin

### **AGENCY COMMENTS:**

The Kentucky Department of Corrections is seeking a Division Director to provide full oversight of the Division of Personnel Services which includes the Payroll Branch, Personnel Branch, and Recruitment & Staff Development Branch. This position must ensure the Department is compliant with laws, policies, procedures, and any functions through the state personnel system, KHRIS.

### **DESCRIPTION OF JOB DUTIES:**

Serve as direct Personnel Advisor to Executive Staff  
Interpret statutes, regulations, and policy & procedures  
Review and assist in the preparation of disciplinary actions  
Handle Personnel Board Appeals  
Attend and conduct trainings as needed  
Serve on Human Resource boards and committees  
Provide technical/professional assistance to staff in all areas of Human Resources  
Complete special projects including reorganizations, classification audits, investigations, etc.  
Handle written reprimand removals, open records requests, respond to employee grievances, and applicant re-certification to registers.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Sufficient education which would assure the knowledge, skills and abilities to accomplish agency objectives.

#### **EXPERIENCE:**

Sufficient professional level administrative experience which would assure the knowledge, skills and abilities to accomplish agency objectives.

## **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

### **ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

### **HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: 3/18/2016 )**

[Posted on: 03/8/2016 ]

Complete an Unclassified Service State Application at <https://personnel.ky.gov/NonMeritCandidate/> and submit a resume and letter of interest to Kim Potter-Blair or MaryAnn Sullivan. Applications can also be mailed to Kim Potter-Blair at 275 East Main Street, Frankfort, KY 40602.

**Contact Name:** Kim Potter-Blair  
Maryann Sullivan

**Contact Method:** Kimberly.Potter-Blair@ky.gov  
MaryAnn.Sullivan@ky.gov

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